



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement
33-2009

OPEN TO: All Interested Candidates
POSITION: Middle East Partnership Initiative Assistant, FSN-10*(Full performance level); FP-05**
OPENING DATE: August 30, 2009
CLOSING DATE: Open Until Filled
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 1,118,548*** (Grade 10)

*Please note that the selected candidate maybe hired at a grade below (Grade 8 or 9: Training Level) for one year.

**Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

***This represents the total annual compensation including salary, bonus and benefits.

NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

The U.S. Embassy in Algeria is seeking an individual for the position of MEPI Assistant in the Political / Economic Section.

BASIC FUNCTION OF POSITION

The MEPI Administrator is responsible for the development and monitoring of cooperation and exchange programs and activities funded by the Middle East Partnership Initiative (MEPI) and by other State Department and USG offices. The Administrator conducts outreach activities with Algerian counterparts in government and civil society in order to identify candidate organizations and leaders for the full range of programming from local-small grants to region-wide programs. The Administrator maintains an active daily set of relationships with government interlocutors and with nongovernment, academic and other civil society actors.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Required Education: A university degree in a relevant discipline is required.

2. Prior Work Experience: Five to Seven years of progressively responsible professional experience in government, program management, post graduate research and analysis, political or cultural affairs, or media relations is required. Knowledge of Algerian cultural, political, social, economic and educational structures, institutions and practices, is required. Knowledge of general financial recordkeeping standards is preferred.

3. Language Proficiency: Level 4 English , Arabic and French is required.

4. Other criteria: An in-depth knowledge of all the various functions and activities within the Job Holder's area of work. A detailed and broad knowledge of the political situation, legal and regulatory frameworks, relevant to the Job Holder area of activity.

5. Other Skills and Abilities: Incumbent must possess excellent oral and written communication skills, demonstrated by the ability to develop succinct and focused public presentations and to draft informative and concise and substantive analytic reports. Must possess demonstrated interpersonal skills that emphasize both clarity of communication and persuasiveness.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period are NOT eligible to apply.
3. EFMs who currently hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESSS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested applicants for this position must submit (1) and (2) below:

1. Preliminary Documentation
 - Current Resume. A current resume or curriculum vitae that provide the same information as an OF-612.
 - Letter of Interest. You must attach to the letter:
 - References: Be ready to provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors.
 - Indication as to whether you are currently employed with the embassy;

and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).

2. Proof of education.

- Copies of relevant diplomas or degrees (as required) by the position.
- Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

Interested applicants may choose to submit the below application form with the package detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process.

Unsuccessful applicants will not receive an invitation to attend the interview.

3. Employment Application Form.

- All prospective employees must complete an Embassy application form (usually the Federal Employment OF-612, available at the HR Office).
- Can be submitted if selected for an interview.

ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH AND THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.

CLOSING DATE FOR THIS POSITION: Open Until Filled

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resources Office**

Attention: MEPI Assistant, Vacancy Announcement #33-2009

Point of Contact: Human Resources Office

For quickest reception fax to: 021-60-73-35

Post to: BP 408 16000 Alger Gare

E-mail to: usembassyalgiers_app@state.gov

Note: Only the best qualified applicants will be contacted for a test and an interview